

Notice of Intent to Certify Sole Source

To: Interested Parties
From: Craig P. Orgeron, Ph.D.
CC: ITS Project Number 42599
Date: June 7, 2016
Re: Sole Source Certification Number 3919 to provide a Substance Abuse and Mental Health Services Administration (SAMHSA) approved evidence-based practice program for the Mississippi Department of Mental Health (DMH)
Contact Name: Donna Hamilton
Contact Phone Number: 601-432-8114
Contact E-mail Address: Donna.Hamilton@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 3919 for a Substance Abuse and Mental Health Services Administration evidence-based practice program for the Mississippi Department of Mental Health, please be advised that ITS intends to award Chestnut Health System, as the sole source provider of the Adolescent Community Reinforcement Approach (A-CRA) and the Global Appraisal of Individual Needs (GAIN) for adolescent substance use treatment and comprehensive assessment, in an amount not to exceed \$174,720.00 through August 30, 2017. If DMH receives funding beyond August 2017, this sole source certification will be extended for a period of 3 years, ending on August 30, 2020. For an explanation regarding Mississippi state law, policy, and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency with the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. DMH responded to a Request for Application (RFA) made available by SAMHSA. The funding was awarded to implement the State Adolescent Treatment Enhancement and Dissemination (MS SYT-ED) Project. A requirement of the program was to select an evidence-based assessment and treatment program from the National Registry

of Evidence-Based Programs. DMH chose to implement the Chestnut Health Systems screening and treatment EBP.

Program implementation has occurred and data has been captured for the two years of funding. As a result, data findings of program outcomes support that Chestnut Health Systems EBP's have provided successful effective community services to Mississippi's urban and rural populations. DMH has made a business decision to continue using the A-CRA and GAIN EBP provided by Chestnut Health Systems. The Customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

Chestnut Health Systems has provided services to the Department of Mental Health by providing EBP assessment, treatment training, and certification services as Chestnut Health EBP's were approved for implementation as a part of the MS SYT-ED funding award effective September 1, 2013, to run concurrently through August 30, 2017. The Customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

A-CRA was developed by Chestnut and its engaged consultants in the late 1990s. While the A-CRA Manual is in the public domain, all of the online training materials, software, reports, and human protocols, such as the ones to be performed or delivered by Chestnut pursuant to the Contract, have been developed and are owned exclusive by Chestnut. Therefore, Chestnut is the sole vendor that can provide the Department with access to these materials or services.

GAIN was also developed by Chestnut in the late 1990s. Chestnut has maintained a copyright in and to GAIN and all associated updates since 1995. The manual, reports, and scoring rules, while visible to the public, are owned exclusively and are copyrighted by Chestnut. All of the in-person and online training materials, software, reports, and human protocols, such as the ones to be performed or delivered by Chestnut pursuant to the Contract, have been developed and are owned exclusively by Chestnut. Therefore, Chestnut is the sole vendor that can provide the Department with access to these materials or services. The Vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	6/7/16
Second Advertisement Date	6/14/16
Response Deadline from Objectors	6/21/16 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 6/22/16

Project Detail

The Mississippi Department of Mental Health (DMH) responded to a Request for Application (RFA) made available by the Substance Abuse Mental Health Services Administration (SAMHSA) through the Cooperative Agreement for State Adolescent Treatment Enhancement and Dissemination. The funding was awarded to implement the State Adolescent Treatment Enhancement and Dissemination (MS SYT-ED) Project. The MS SYT-ED project's target population is adolescents, ages 12-18, with co-occurring substance use and mental health disorders. SAMHSA's award criteria for grantee selection was highly competitive and included a scoring grid with several major components, one of which was to select an evidence-based assessment and treatment program for service delivery to be used for the entirety of the project. An evidence-based practice (EBP) refers to approaches to treatment that are validated by some form of documented research evidence. DMH purchased the EBT program from Chestnut in February 2014. The total spent to date is \$79,720.00.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that Chestnut Health Systems EBT Programs (A-CRA, GAIN) should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to Chestnut Health Systems.

1.1. Interested Party Information

1.1.1 Contact Name, Phone Number and email address

1.1.2 Company Website URL, if applicable

1.2 Objection to Sole Source Certification

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to Tuesday, June 21, 2016, at 3:00 p.m. (Central Time) to Donna Hamilton at Donna.Hamilton@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail, or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Donna Hamilton to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4. Interested Party responses should include the following information:

SUBMITTED IN RESPONSE TO
Sole Source Certification No. 3919-42599
Accepted until June 21, 2016 @ 3:00 p.m.
Attention: Donna Hamilton

If you have any questions concerning the information above or if we can be of further assistance, please contact Donna Hamilton at 601-432-8114 or via email at Donna.Hamilton@its.ms.gov.

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview

cc: ITS Project 42599



3771 Eastwood Drive
Jackson, Mississippi 39211
Phone 601-432-8000 Fax 601-713-6380

Sole Source Certification Request

Project Title: Online Assessment System		Stimulus (ARRA) Funds? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Customer Contact Information			
Agency/Public University: MS Department of Mental Health Address: 239 North Lamar St., suite 1101 Jackson, MS 39201		Contact Person: Denise Jones Phone: 601-359-1288 Fax: 601-359-5330 Email Address: denise.jones@dmh.state.ms.us	
MAGIC Customer Number (only required from state agencies): 7000000265		Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary Narrative Description of Project (include details of original acquisition if applicable): The Department of Mental Health's Bureau of Alcohol and Drug Services seeks to utilize Chestnut Health Systems' Adolescent Community Reinforcement Approach (A-CRA) for substance abuse treatment and the Global Appraisal of the Individual Needs (GAIN) for comprehensive assessment of adolescents. The online training materials, software, reporting features, and user licenses are only available through Chestnut Health Systems.			
ITS Acquisition Approval (CP-1) should be effective through this date (Please allow time for all vendor invoices to be paid):			
Cost Estimates Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints Item Needed by: Funds Expire:
FY2017	\$174,720.00	Ongoing costs to be incurred by project sites	Anticipated Lifecycle of Products/System (i.e. estimated years of effective use): Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds) DMH receives funding for this project from its federal partner, the Substance Abuse and Mental Health Services Administration through the Cooperative Agreement for State Adolescent Treatment Enhancement and Dissemination. Through a carryover request, SAMHSA has approved the funding specifically for this project.
Total	\$174,720.00		
Acquisition Details			
Items Requested	Quantity	Description	Building Location(s)
A-CRA Training	8	Eight organizations will be trained	online
A-CRA Certification and fidelity cost	8	Eight organizations will be trained	online
Coaching calls	8	Eight organizations will be trained	online
Technical Assistance	8	Eight organizations will be trained	online
GAIN local certification training	15	Fifteen organizations will be trained	online
GAIN license	15	Fifteen organizations will be trained	online
GAIN ABS account	15	Fifteen organizations will be trained	online
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification: DMH will utilize Chestnut Health System's web-based system in order to administer, score and track assessment data for adolescents receiving treatment services. Utilization of Chestnut Health System's web-based system for administering the GAIN (assessment) will allow 15 provider organizations to implement this evidence based screening. Additionally, utilization of Chestnut Health System's web-based system for tracking the use of the A-CRA and monitoring of fidelity to the practice.			
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)?			
Sole Source Certification Note: Certification must be renewed for each revision or continuation of previous Sole Source Approvals.			
Specific business requirements to be met by the requested products or services: Both the A-CRA and GAIN have been approved by the federal funding source for this specific adolescent substance abuse treatment project – the Substance Abuse and Mental Health Services Administration. Both products are considered evidence-based practices in the substance abuse treatment field.			
Explain why these products or services are the only ones that can meet your needs (include unique features/special functionality): In order for the project to be funded, the State had to agree to implement the use of evidence based practices (EBPs). The A-CRA and GAIN were two of the already approved EBPs for use in the substance abuse treatment field.			
Explain why the source is the only entity that can provide the products or services (Include other products/vendors researched or evaluated): The on-line training material, software, and reports for both the A-CRA and GAIN are copyrighted and owned by Chestnut Health Systems.			
Explain why the amount to be expended for the services is reasonable: N/A			
Explain what your agency did to obtain the best possible price for the services: N/A			
Vendor's Certification of Sole Source attached: X Yes <input type="checkbox"/> No		Vendor's proposal submitted: X Yes <input type="checkbox"/> No	
MAGIC Vendor Code(s) Vendor must be in MAGIC before a CP-1 can be issued.			

Place Order To**Vendor Name: Chestnut Health Systems****Vendor Address: 1003 Martin Luther King Dr
Bloomington, Illinois 61701****Remit To****Vendor Name: Chestnut Health Systems****Vendor Address: 1003 Martin Luther King Dr
Bloomington, Illinois 61701**

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Denise Jones CIO
Name (Agency Head or Public University CIO)/Title

Denise Jones 6/6/16
Signature Date



March 22, 2016

VIA EMAIL (mark.stovall@dmh.state.ms.us)

Mark Stovall
Division Director Treatment Services
Bureau of Alcohol and Drug Services
Mississippi Department of Mental Health
1101 Robert E. Lee Building
239 N. Lamar Street
Jackson, MS 39201

Re: Chestnut Health Systems, Inc. Sole Source Contract (Chestnut Contract Number 14LI0037/2793)

Dear Mr. Stovall:

This letter is in response to your request for certain information, per Mississippi House Bill 828, in connection with the Mississippi Department of Mental Health's (the "Department") sole source contract with Chestnut Health Systems, Inc., an Illinois not-for-profit corporation exempt from income tax under Section 501(c)(3) of the Internal Revenue Code ("Chestnut") (the "Contract"). Pursuant to the Contract, Chestnut provides to the Department training, coaching, hosted accounts, reports, and technical support related to its Adolescent Community Reinforcement Approach ("A-CRA"; Godley et al 2001) for adolescent substance use treatment and its Global Appraisal of Individual Needs ("GAIN"; Dennis et al 2003) for comprehensive assessment.

A-CRA was developed by Chestnut and its engaged consultants in the late 1990s. While the A-CRA Manual is in the public domain, all of the online training materials, software, reports, and human protocols, such as the ones to be performed or delivered by Chestnut pursuant to the Contract, have been developed and are owned exclusively by Chestnut. Therefore, Chestnut is the sole vendor that can provide the Department with access to these materials or services.

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1003 Martin Luther King Drive
Bloomington, Illinois 61704

Please feel free to contact me at (309) 820-3571 or pleekha@chestnut.org should you have any further questions.

Sincerely,



Puneet Leekha
General Counsel

cc: Ann Rodio (via email at ann.rodio@dmh.state.ms.us)
Mark Godley (via email at mgodley@chestnut.org)
Michael Dennis (via email at mdennis@chestnut.org)
Matt Orndorff (via email at morndorff@chestnut.org)

1003 Martin Luther King Drive
Bloomington, Illinois 61701

Attachment C: Sole Source Procurement Overview

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable,
and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.